

23 February 1978

MEMORANDUM FOR: Chief, Information Systems Analysis Staff

FROM:

ODP Representative to ISAS

SUBJECT: DECLASSIFICATION AND REVIEW SYSTEM (DARE)

1. PROJECT STATUS:

Programming for the DARE Project is completed and with the exception of some ad hoc reports it is ready for operational use. Initially this project will not place a heavy burden on either hardware or software, but will require an extensive keying effort to create the data base.

2. ESTIMATED KEYING:

Agency Archives holdings as of 1 January 1978, after a physical inventory eliminating temporary and/or redundant records from the permanent holdings, is estimated to contain 10,000 cubic feet of material. Of the total 10,000 cubic feet, it is further estimated that 2,000 cubic feet will represent material which is 20 years old or older and subject to review for declassification. For the purpose of estimating the keying work load for the DARE Project, an average of 2,000 pages per cubic foot and 6 pages per document will be used:

a. Computation of Documents:

Total Holdings (2,000 cubic feet) X (2,000 pages per cubic foot) = 4,000,000 pages.

Total Pages (4,000,000) ÷ (6 pages per document) = 670,000 documents.

10% of the 670,000 documents will be of non-CIA origin; therefore 670,000 - 67,000 = 603,000 CIA documents to be reviewed.

b. Computation of Characters for Keying:

It is estimated that an average of 110 characters will be keyed for each document reviewed.

Total Documents (603,000) X (110 characters per document) = 66,330,000 total characters.

c. Computation of Man-days for Keying:

For the purpose of estimating the man-days for the actual keying function, assume data will be keyed and visually verified @ 45 characters per minute. Additionally, time is consumed while the system brings the menu onto the terminal screen and again when the screen is filled and the data is entered into the system. All functions considered, it is estimated each record keyed will consume two minutes.

Total Documents (603,000) X (2 minutes per document) = 1,206,000 minutes.

Total of 1,206,000 minutes equals 20,100 hours divided by 8 hours per day = 2,512 man-days.

TOTAL KEYING MAN-DAYS = 2,512.

3. BACKLOG:

Declassifiers in RRB are currently reviewing documents and recording applicable data on work sheets, (Form 4023A), for subsequent input to the DARE data base. Approximately 15,000 documents are currently coded and ready for keying. The backlog is increasing by approximately 400 documents per day. Considering the current keying backlog, the keying estimates, and the fact that additional declassifiers will join the staff in the near future, RRB could utilize four full-time terminal operators.

4. COMPUTER TERMINALS:

On 8 December 1977 a request went forward to DDA/ODP requesting the installation of two computer terminals for the purpose of keying input data. To date no terminals have been installed. Additionally ISAS is going forward requesting DDA/ODP install two more terminals for a total of four.

5. RECOMMENDATIONS:

The following recommendations are made based upon the above workload estimates and projections for the DARE Project:

- a. Expedite the approval/installation of the first two terminals in RRB.
- b. Acquire two full-time terminal operators immediately.
- c. Request and install two additional terminals immediately.
- d. After installation of the two additional terminals, acquire two more full-time terminal operators.

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ISAS/RAB